

# Submitting Lesson Plans through the Acadis Portal:

- Step 1** Log in to the Portal – <https://acadis-portal.tn.gov/AcadisViewer/login.aspx>
- Step 2** Under the “**Training & Events**” tab at the top of the screen, choose “**Request Lesson Plan Approval**”.
- Step 3** **Course Title:** 2016 Name of Department In-Service or 2016 Name of Specialized Class (*do not enter anything else on this line*)
- Step 4** **Course Description:** If any of the mandatory topics are included, enter them here and then any other information you want to include about the course.
- Step 5** **Length:** Enter the number of hours in this box.
- Step 6** **Date:** Enter the date training begins.
- Step 7** **Learning Objectives:** Every program of instruction, course, or training activity begins with a goal. List your learning objectives here.
- Step 8** **Target Attendees:** Particular group of people, identified as the intended recipient of a training event, i.e. Full-time Law Enforcement, Part-time Law Enforcement.
- Step 9** **Expected Class Size:** example - 10 to 20 students
- Step 10** **Evaluation Procedure:** For In-Service - testing will confirm their knowledge they obtained from the class. For Specialized classes - testing and/or critique will confirm their knowledge they obtained from the class.
- Step 11** **Methods/Techniques:** List visual aids such as power points, handouts, interaction with students. Practical training exercises, hands on instruction from the instructors, etc.
- Step 12** **Bibliography/Source:** If there is just one instructor, then you can use this block for your bios. If there are several instructors, I would recommend you use a Word document containing a brief paragraph on each instructor, skip two spaces, then enter the second instructor bio, skip two spaces enter the third instructor bio, and so forth. Attach document near the bottom of the page under “Add Document”.
- Step 13** **Other information:** Enter Start Date and End Date of Training here. Or Training Year 2016

- Step 14**      **Instructor Qualifications:** You can list instructor qualifications in this area, if you want.
- Step 15**      **Specific Instructors:** Fill in as needed.
- Step 16**      **Space Requirements:** Classroom size should be large enough to accommodate the students attending. (Classroom is adequate for 35 students, etc. If you are going to utilize a firing range, be sure there are enough firing stations for your class.
- Step 17**      **Instructor Materials:** List handouts, any supplies you want to give the students to better enable them to have an enjoyable and learning experience.
- Step 18**      **Equipment/Supplies:** List equipment/supplies instructors will need for their class.
- Step 19**      **Documents:** Attach all supporting documentation, i.e. PowerPoints, biography's, etc. (You do not need the POST Lesson Plan Cover Sheet). Submit Training Schedule.
- Step 20**      **Submit for Approval**
- Step 21**      **Once your training has been reviewed and approved, you will receive a POST approval Course Number via regular email. It will be your responsibility to maintain the POST Course Approval Number.**

**You will need the POST Course Number to submit approved training through the Portal.**